



ASSISTANT CITY MANAGER

CITY OF PLEASANT HILL

Bargaining Group: Management

December, 2012

DEFINITION

Under general direction performs high level management, administrative and research tasks for the City Manager; administers specific program areas; conducts or directs organization, management and general studies, and acts as City Manager in his/her absence. As Administrative Services Director, directs activities of the Finance, Human Resources and IT divisions; develops plans, goals and objectives to improve departmental services; advises City Manager on financial matters and activities supervised; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This position participates as a member of the City's Executive Team and functions as a management administrative specialist. Assignments will vary, but may involve matters which are either specific or City-wide in scope. This position is responsible for overall administration of the City's finance, human resources and information technology functions.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Supervision received is characterized by general administrative support and guidance. Exercises independence in developing and meeting program goals and objectives. Directly trains and supervises team members who, in turn, exercise some independence in their assignments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, directs and coordinates operation of the Finance, Human Resources and IT divisions.
- Serves as the City's Chief Labor Negotiator conducting meet and confer sessions and advising City Manager and City Council on matters involving employee relations.
- Serves as the City's Risk Manager and on the County-wide Joint Powers Municipal Insurance Authority board.
- Develops and recommends to the City Manager departmental goals, objectives and programs; develops and manages the departmental and City's budgets.
- Prepares and edits comprehensive staff reports for Council.

- Undertake studies to determine the financial and operational feasibility and desirability of municipal services and programs.
- Establishes policies, procedures and guidelines to be observed in the supervision of the respective departments.
- Coordinates department activities both within the departments and with other city staff and outside agencies.
- Addresses community groups on a variety of City administrative matters.
- Prepares and presents to the City Manager and City Council oral and written reports.
- Conducts special studies and works on projects as assigned by the City Manager.
- Administers the City's comprehensive information technology program and strategy, including the management of city-wide computer operations, personal computers, software applications, phone systems, peripheral equipment, technical services agreements and maintenance contracts.
- Ability to develop and implement compensation policies and procedures.
- Responsible for studying organization structure, and planning and monitoring organizational structure to meet current and future organization needs.

QUALIFICATIONS

Knowledge and Abilities

- Considerable knowledge of the theories, principles and practices of administration and management.
- Considerable knowledge of labor negotiations techniques.
- Considerable knowledge of budget development and revenue forecasting.
- Considerable knowledge of local government investment policy, investment strategies, interest bearing instruments, and cash flow forecasting.
- Working knowledge of the laws which relate to employee relations and finance.
- Working knowledge of the dynamics of City government and general problems faced.
- Considerable knowledge of administering technical services agreements and maintenance contracts.
- Ability to prepare comprehensive written reports.
- Ability to understand, interpret, apply and explain laws, rules, ordinances, MOU's, policies and professional practices.
- Ability to mentor and develop staff.
- Ability to administer information technology operating and capital improvement budgets in cooperation with departments.
- Ability to establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Ability to communicate effectively orally and in writing. Possessing strong analytical, research and organizational skills.

- Ability to work with a high level of independence, initiative, sound judgment, creativity and attention to detail.

EXPERIENCE AND EDUCATION

Any combination of experience, education, and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Graduation from a four-year college or university is required, preferably with a major in Public or Business Administration, or related field. A Master's degree in Public or Business Administration is highly desirable.

Experience

Extensive progressively responsible, professional and supervisory experience (5 years plus) in executive level management or administration, preferably involving a centralized finance/personnel system as found in municipal government. Experience with strategic planning, and organizational development, compensation studies, personnel classification restructuring and succession planning.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate California driver's license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Essentially all working hours are spent in an office. There may be some light physical work involved in the handling of supplies, files, etc. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include irregular hours.

Physical requirements include the following:

Ability to sit for long periods of time, stoops, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry push, pull, or otherwise move object with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed

on a computer screen.

FLSA STATUS

Exempt